

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: October 5, 2001

PERSONNEL LETTER #01-015  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Services Division  
State Controller's OfficeRE: **EMPLOYEE RETIREMENT INFORMATION FOR BARGAINING UNITS NOT REACHING  
CONTRACT AGREEMENTS**

This Personnel Letter provides retirement information for employees in bargaining units that did not reach agreements with the Department of Personnel Administration (DPA) effective August 31, 2001.

Bargaining units 01, 02, 03, 04, 06, 09, 11, 14, 15, 17, 20, and 21 did not reach agreement with the DPA. However, per the provisions of the prior contract, safety members in those bargaining units will have their retirement contribution and exclusion amount changed effective October 1, 2001 from six percent in excess of \$317 per month to eight percent in excess of \$238 per month.

The retirement changes will necessitate new retirement account codes for some employees. Below is a chart that identifies the affected retirement account codes.

Current Account Code	New Account Code
10	10
12	12
17	63
18	64
19	63
30	64

**PROCESSING**

The Controller's Office will process an Employment History mass update the night of October 9, 2001 to post 505 transactions. The transactions are effective October 1, 2001. Turnaround PARS will be issued from the update.

Employees with appointment expiration or separation expiration dates prior to October 1, 2001 will not be included in the mass update. Therefore, agencies must determine if the employees are to be re-appointed or separated and key enter the appropriate transaction. If re-appointed, key enter an October 1, 2001 effective dated 505 transaction reflecting the correct account code.

The Controller's Office will post 505 transactions to the Employment History Data Base based on transactions processed prior to the October 9 mass update. If an employee's most current transaction reflects an effective date equal to or less than October 1, 2001, the 505 transaction will be posted by the mass update process. If an employee's most current transaction is effective after October 1, 2001, the 505 transaction will be manually posted by the Controller's Office beginning October 10, 2001. Also, subsequent transactions will be corrected as needed.

Agencies are responsible for updating the Employment History Data Base with the correct retirement account code information for transactions keyed after the October 9 mass update. Failure to do so could result in erroneous withholding of employee retirement contributions.

**CONTACTS**

If you have any questions concerning this letter, please contact Lynn Black at (916) 327-3926 or CALNET 427-3926. For PAR documentation, contact the Personnel Liaison Unit at (916) 322-6500 or CALNET 492-6500. Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

RZ:LB/PMAB